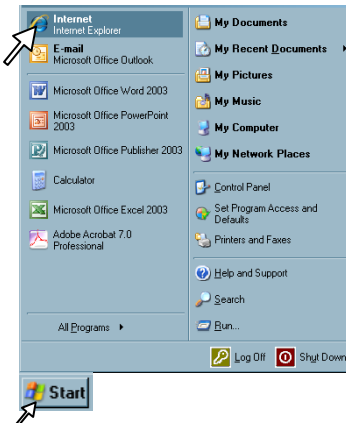## *Internet Basics: Navigating the Internet Using Internet Explorer*
Internet Explorer is a Web browser produced by the Microsoft Corporation.
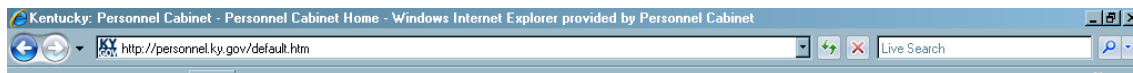
Left-click on "Start" at the bottom of your screen then left-click on "Internet Explorer", or you can double left-click on the Internet icon on your desktop.

The Toolbars
Internet Explorer has three toolbars at the top of the browser window:

- **Address Bar:** This is where you type in the URL (Web address) of the web site page. Example: http://personnel.ky.gov It also has the "Back" and "Forward" buttons and "Refresh" and " Stop" buttons
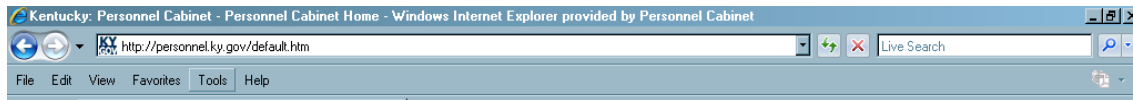
    Back Button (to go back to previous sites)**:** Click on the small **Back** left arrow on the navigation bar near the top left corner of your screen. Each time you click on this arrow, you will return to the next previous site that you visited. If you hold your mouse over the **Back** arrow, the title of the upcoming page will briefly appear. To skip farther back, click on the small black triangle to the right of the word **Back**. This will bring up a list of pages you have visited. Click on any one of these choices to return to the desired page. This is the equivalent of clicking on the **Back** arrow several times.

    Forward Button (to move forward after going back)**:**
    When you have returned to previous sites with the **Back** arrow, you can go forward again by clicking on the small right-pointing arrow next to the **Back** arrow. If you hold your mouse over this arrow, the title of the upcoming page will briefly appear.

    Stop: The square containing the **X** will stop a page while it is in the process of loading. This is useful if a page is not successfully or speedily retrieving.

    Refresh: The square containing the two curved arrows re-retrieves the page you are currently viewing. This is useful if the page does not load successfully or completely.
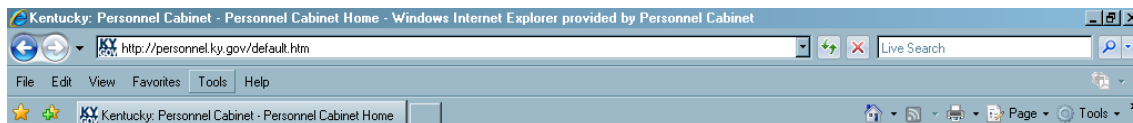
- **Menu Bar:** Contains menu items that open up dropdown lists for related options. Among the items are options for printing (under **File**), copying and pasting text (under **Edit**), managing **Favorites**, and accessing **Help**.

> **Favorites**: Favorites are Web sites you have visited that you would like to store for easy access. You can add, delete and organize your Favorites.
>
> To *add* the current Web page as a favorite, click on **Favorites** and then **Add**. To choose the folder where you want to store this listing, click on **Create in** and choose the folder you want. At this point, you also have the option to create a new folder.
>
> To *delete* a Favorite, simply right click on the item and choose **Delete**. Or, you can choose **Organize Favorites** select the desired item, and click on the **Delete** button.

- **Navigation Toolbar:** Contains icons (pictures) for a variety of features including navigating among Web pages, accessing and managing Favorites and viewing a History of visited pages, accessing home web page and printing.

> **Home**: The home icon takes you back to the page that was on the screen when you first started IE. You can customize your selection. See the section below "Customizing Internet Explorer".
>
> **History**: The history function allows you to view and select Web pages you have recently visited. You can sort your items by clicking on the black triangle to the right of the word **View**. You can sort by size, date, the number of times visited, and the order you have visited today.

How Do I Increase the Font Size of Web Pages So That I Can Read Them?

From the Menu bar at the top of the browser left-click on **View** then left-click on **Text Size** and choose from the following options (see image below) depending on your personal preferences and degree of visual acuity.